



Crown
Commercial
Service

REQUEST FOR INFORMATION
FOR
EVALUATION OF THE HOMELESSNESS PREVENTION
TRAILBLAZER AREAS
FOR
DEPARTMENT FOR COMMUNITIES AND LOCAL
GOVERNMENT (DCLG)



**Request for Information
Evaluation of the Homelessness Prevention Trailblazer Areas
CCZZ16A16**

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1. REQUEST FOR INFORMATION (RFI) SCOPE

- 1.1 The Department for Communities and Local Government (DCLG, hereafter referred to as “The Authority”), seeks to offer and receive information relating to the potential procurement of research services on a homelessness prevention programme – the Homelessness Prevention Trailblazer Areas.
- 1.2 The purpose of this RFI is to:
- 1.2.1 Provide advance notice of the high level requirements for consideration by the market.
 - 1.2.2 Provide advance notice of the intended route to market – the UKSBS Research and Evaluation Framework (Lots 3 and 4) to allow organisations to consider viability of this route and opportunities for consortia development and/or sub-contracting arrangements. Details of the Framework, including Provider lists, can be found at: <http://www.uksbs.co.uk/services/procure/Pages/ResearchandEvaluation.aspx>
 - 1.2.3 Understand the initial level of interest in the market.
 - 1.2.4 Understand the views of Potential Providers in relation to key questions on the scope of requirement.
- 1.3 Organisations are asked to advise if they would be interested in bidding for this opportunity as part of their response to the Request for Information. If Organisations are not interested, it is requested that a reason be submitted as this is valuable feedback for the Authority to consider.
- 1.4 The Authority has not specified a format for the detailed response as this can limit creativity and make it difficult to understand. Organisations are therefore freely available to present information in their desired format.

2. BACKGROUND TO THE AUTHORITY

- 2.1 The Authority is a ministerial department. The Authority’s job is to create great places to live and work, and to give more power to local people to shape what happens in their area.
- 2.2 The research outlined in this Request for Information links to the Authority’s key objective of ‘supporting strong communities with excellent public services’ with the commitment to helping the most vulnerable people in society. This is the reason why, over the next four years, government will invest £139 million in central programmes to prevent and reduce homelessness in England.



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3. BACKGROUND TO THE REQUIREMENT

- 3.1 The Authority has committed a £20m Homelessness Prevention Trailblazer fund running in 2016-17, 2017-18 and 2018-19 to establish a network of ambitious local authority areas across England. These will work with single people and families to prevent them becoming homeless as early as possible.
- 3.2 The fund will provide Trailblazer Areas with resource funding to ramp up prevention and to develop and implement innovative approaches to homelessness prevention, utilising the assistance of other local partners. Trailblazer Areas will fundamentally reform their services in terms of how they respond to homelessness with the aim of:
- 3.2.1 Increasing the number of successful early preventions carried out by authorities (in addition to those that would have been carried out otherwise);
 - 3.2.2 Helping a wider cohort of people (for both those owed the homelessness duty and those not) at an earlier stage; and
 - 3.2.3 The wider aim of reducing statutory homelessness and the use of temporary accommodation.
- 3.3 The Authority is supporting legislation to put prevention at the heart of how local authorities tackle homelessness, mirroring the introduction of prevention legislation in Wales. In order to develop an evidence based understanding of what works to prevent homelessness, the 'Prevention Duty' approach will be trialled and data collected on how best to implement it.
- 3.4 The Private Members Bill, the Homelessness Reduction Bill, currently before parliament, will change legislation along the lines of the Welsh model. When this comes into law, the findings from this evaluation will be invaluable to facilitate effective implementation. It is worth noting that even if legislation were not before parliament, ministers want to take action to prevent more people from becoming homeless in the first place.
- 3.5 Trailblazer Areas will change their practice locally and gather an evidence base for the future legislation to include a Prevention Duty in England. Trailblazer Areas will pilot the principles of legislation which includes the following:



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- 3.5.1 Earlier intervention by local authorities to prevent homelessness (at 56 days before homelessness as opposed to 28 as is the statutory requirement);
 - 3.5.2 Stopping gatekeeping of services to both families and single homeless people to provide advice and support to everyone, not just those owed the legal duty, including those with complex needs;
 - 3.5.3 Increased number of effective preventions for applicants, thus stemming the flow into the statutory system and relieving pressure on other services;
 - 3.5.4 Improved outcomes for homeless households by helping more of them avoid a homelessness crisis;
 - 3.5.5 Testing new approaches i.e. housing options teams to become problem solvers and develop innovative ways to deliver prevention. Local authorities to see homelessness as a priority; and
 - 3.5.6 More collaboratively working with other agencies and services to prevent and reduce homelessness, to identify and then address a household's needs, enabling them to sustain tenancies before they are threatened with loss of home; recognising that homelessness can be the result of a number of factors and that it affects a wide range of outcomes including health and wellbeing, community safety, education and work.
- 3.6 The Authority will initially work with a small number of Trailblazer early adopter Areas (autumn 2016), to set data standards around prevention, capturing spend and outcomes, and to then roll these out to a wider group of Trailblazer Areas (likely to be around 15 to 20). The wider group of Trailblazer Areas are to be announced following a competitive bidding round late 2016, which will start in the new year (January 2017).
- 3.7 In order to evaluate the prevention Trailblazer Areas, the Authority will gather case-level data on all homeless or potentially homeless clients that come into contact with the local authority. This is to be implemented in both Trailblazer and comparator areas (prevention activities as usual) whilst testing a new data collection system to explore options around improving the Authority's homelessness data.

DEFINITIONS

Expression or Acronym	Definition
Trailblazer Areas	Local authority areas selected by the Authority (following a bidding process) to fundamentally change their prevention practices and test the Prevention duty. A Trailblazer area could comprise one local authority or a group of local authorities. These are likely to comprise multi-agency partnership bids from across the wider public sector (for example with health and wellbeing, justice or employment services) or,



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	where appropriate, across local authority geographical boundaries. In such cases, one local authority will be required to act as the lead local authority for the purposes of funding allocation.
Comparator Areas	Local authority areas selected by the Authority to undertake homelessness prevention activities as usual
Prevention Duty	Potential future legislation to put prevention at the heart of how local authorities tackle homelessness in England, mirroring the introduction of prevention legislation in Wales

SCOPE OF REQUIREMENT

- 3.8 The objectives of the evaluation are to provide an evidence base to ascertain what works to prevent homelessness (e.g. in terms of retaining tenancies/ securing accommodation), and to ascertain the extent to which earlier, more innovative approaches provided to all presenting cases, are effective in preventing homelessness.
- 3.9 The objectives of this requirement are:
- 3.9.1 To provide a robust evidence base on what works to prevent homelessness (e.g. in terms of retaining/ securing accommodation), with whom and in what circumstances - teasing out the key features of the prevention activity critical to success.
 - 3.9.2 To gather evidence of good practice to be disseminated to practitioners (to be overseen by wider steering group, including an Expert Panel and ultimately published on a new website that will act as a central repository for best practice);
 - 3.9.3 To provide an evidence-based understanding of the best way to introduce the Prevention Duty in England especially in terms of which prevention activities are most effective.
- 3.10 The Successful Supplier(s) will be required to deliver a comprehensive and robust evidence base within the timeframe detailed in the forthcoming Specification(s).

LOTS

- 3.11 The Authority is dividing the work into 2 Lots to allow Potential Providers with the relevant skills and expertise to bid for the respective element of the evaluation. The Lots are as follows:
- Lot 1 – Rapid Evidence Assessment of Homelessness Prevention Activities, combined with Qualitative and Case Study Work.
 - Lot 2 – Impact and Economic Evaluation: Quantitative Analyses of Data Collected by a New Case Level Data System to be implemented in both Trailblazer and Comparator Areas.



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- 3.12 The Authority is intending to procure the services under the terms of the UK Shared Business Services (UKSBS) Research and Evaluation Framework. It is intended that Lot 1 of the Authority's requirement will be procured under Lot 4 (Comparative Evaluation) of the Framework; and that Lot 2 of the Authority's requirement will be procured under Lot 3 (Programme and Pilot Evaluation) of the Framework.
- 3.13 Bids will therefore need to come from organisations that are registered under the appropriate UKSBS Lots. Organisations that are not registered under the Framework are able to collaborate with Framework Suppliers, as appropriate, to allow for the submission of consortia and/or sub-contracting proposals.
- 3.14 The Contract(s) will commence early January 2017 and will be for an initial term of 1 year, with the option to extend the Contract(s) for a further 1 year and subsequent further 1 year.

THE REQUIREMENT

- 3.15 Further details of the requirements for each Lot are outlined below.

Lot 1: Rapid Evidence Assessment of Homelessness Prevention Activities, Combined with Qualitative and Case Study work in a small number of Trailblazer Areas.

Rapid Evidence Assessment

- 3.16 The Rapid Evidence Assessment delivered by the Successful Supplier should look to build upon review work¹ previously commissioned by the Authority. This shall also include

¹ Pawson et al (2007), 'Evaluating Homelessness Prevention':
<http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/documents/housing/pdf/573347.pdf>; Demonstrating the cost-effectiveness of preventing Homelessness (2010):
<http://www.wmrhf.org.uk/assets/2010.07.06%20Demonstrating%20the%20Cost-Effectiveness%20of%20Preventing%20Homelessness.doc>; Evaluating Homelessness Prevention (2006):
<http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/documents/housing/pdf/150970.pdf>



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drawing upon a recent call for evidence to organisations by Homeless Link on behalf of the Authority, of effective approaches to homelessness prevention activities.

- 3.17 The Successful Supplier's evidence review should focus upon most recent UK and international research covering:
- 3.17.1 Both academic and good practice guides;
 - 3.17.2 Providing description and assessment of the key essential components of what works to prevent homelessness (and with whom), outlining outcomes and success measures; and
 - 3.17.3 The robustness of the evidence along with costs (to services) and a cost benefit/ value for money assessment.
- 3.18 The Authority requires this review to be undertaken prior to carrying out the qualitative and case study work and to feed into the development and finalisations of topic guides where possible.
- 3.19 The Successful Supplier is required to deliver a first interim report synthesising the findings from the Rapid Evidence Assessment.

Qualitative and Case Study work in Trailblazer Areas

- 3.20 The qualitative case study work undertaken by the Successful Supplier shall:
- 3.20.1 Draw out the nature of effective prevention activities undertaken, how these were delivered and received;
 - 3.20.2 Identify good practice and provide insight into the barriers and levers to optimise delivery of effective prevention activities; and
 - 3.20.3 Assess the implementation of the case level data collection system.
- 3.21 Drawing upon preliminary analysis (i.e. from the first quarter) of the case level data for the wider Trailblazer and Comparator Areas (undertaken by the Successful Supplier of Lot 2), effective prevention activities for follow-up qualitative research will be identified. Specifically, recommendations will be made for activities, areas and households for follow-up in Trailblazer pilot areas. The qualitative work undertaken by the Successful Supplier shall comprise interviews with staff and users in around 6 areas. This shall explore:
- i) What prevention initiatives/ approaches were implemented, what these entailed (nature and intensity), how these were delivered (where/ by whom), to include:
 - a. Perceptions of what was effective/ why/ and in what circumstances;
 - b. Challenges and barriers to prevention work; and
 - c. Lessons learned to feed into future work; and



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- ii) Assessment of the implementation of the comprehensive data collection system, in terms of:
 - d. How it was completed, when and by whom;
 - e. What was useful/ difficult to collect;
 - f. Any issues with data collection; and
 - g. Lessons learned going forward.
- 3.22 The Successful Supplier shall be required to include up to 12 household case studies as part of the qualitative case study work. These will be developed closely with the Authority, but at this stage the Authority would expect them to include:
 - 3.22.1 a mixture of interviews with one or more members of the household (possibly over the time taken to deal with their case);
 - 3.22.2 observations;
 - 3.22.3 gathering documentary evidence to create a more detailed picture of costs; and
 - 3.22.4 savings.
- 3.23 The Successful Supplier will be expected to design the research instruments, set up fieldwork (gaining appropriate consent) and carry out fieldwork visits.

Reporting required

- 3.24 The Successful Supplier is required to deliver a second interim report synthesising the findings from the Qualitative and Case Study work.
- 3.25 Ultimately, the Successful Supplier is required to deliver a final report, synthesising evidence from the two strands (Rapid Evidence Assessment; and Qualitative and Case Study work), including a free standing Executive Summary.
- 3.26 Alongside this, the Successful supplier is required to deliver good practice guides (likely to be around 3) targeted at practitioners delivering homelessness prevention activities.

Lot 2: Impact and Economic Evaluation: Quantitative Analyses of Data Collected by a New Case Level Data System to be implemented in both Trailblazer and Comparator Areas, along with analyses of cost data associated with providing homelessness prevention activities.

- 3.27 The Authority is developing a new case level data collection system for homelessness. This is for the dual purpose of evaluating the Prevention Trailblazer areas along with exploring options to improve homelessness data.



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- 3.28 The data collection system will collect key information on each individual/ case presenting to the local authority (whom is presenting and for what reasons), details of the prevention activities/ approaches received (if any), and their outcomes- tracking progress through the system.
- 3.29 The data template has been developed by the Authority. This is initially in an Excel spreadsheet format to be implemented with the early adopter Trailblazer Areas and Comparator Areas, to collect data, test out the data collection system and refine the data collection fields.
- The Authority will request local authorities to pilot the data collection approach and return data to Departmental analysts for preliminary analysis and to feed into the next phase, where the data collection spreadsheet will be refined and rolled out with the wider Trailblazer and Comparator areas commencing January 2017.
- 3.30 Completion of the data template by local authorities will be a condition of taking part as a Trailblazer area. The Authority will also select and recruit suitable comparator areas (prevention as usual) to complete the data template. Privacy notices will be suitably issued to enable collection of individual level information.
- 3.31 The Successful Supplier will be required to periodically securely take receipt of an anonymised case level dataset (anonymised by departmental analysts) and undertake robust statistical analyses in order to compare homelessness prevention activity and outcomes between Trailblazer Areas and Comparator Areas. This shall take into account the counterfactual (i.e. what would have happened without the Trailblazers Areas), and shall robustly evaluate the effectiveness of the prevention Trailblazers Areas' approaches. Here, the Successful Supplier is expected to undertake robust statistical analyses employing quasi-experimental techniques.
- 3.32 Key analytical questions that the Successful Supplier shall test include:
- whether a greater range of people are being helped;
 - whether help is offered at an earlier stage in the process;
 - whether people have a safe place to stay throughout (and at the different stages) of their homelessness application process, including exploring usage of interim or emergency accommodation;
 - what works to prevent homelessness e.g. in terms of retaining tenancies/ securing accommodation;
 - whether the authorities approach is more effective in preventing homelessness (over and above usual prevention activities);
 - what works for whom and in what circumstances;
 - what is the wider impact upon reducing statutory homelessness and the use of temporary accommodation.
- 3.33 The Successful Supplier will be required to deliver their datasets, syntax and analyses outputs (alongside each output) for quality assurance purposes.
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3.34 The Successful Supplier shall also be required to provide their recommendations on improvements to be made to the data collection system (e.g. in relation to the availability of and completion of data fields) to inform wider roll-out of the data collection approach to collect homelessness data.

3.35 Economic Evaluation

3.36 The Authority is also developing a data collection approach to collect standardised information on the costs associated with providing homelessness prevention activities in both the Prevention Trailblazer areas and the Comparator Areas. As above, completion of these data by local authorities (Prevention and Comparator) will be a condition of taking part in the evaluation. The data collection template will be trialled with the early adopter areas and subsequently refined before being utilised with the wider Trailblazer and Comparator Areas (January 2017).

3.37 The Successful Supplier is required to contact the participating authorities to collect the completed data collection templates and analyse the data. Key analytical questions are to ascertain, at a minimum:

- 3.37.1 the costs of different types of prevention activities; and
- 3.37.2 the cost to local authorities of becoming a homeless acceptance, including costs of all temporary accommodation.

3.38 In addition, the Supplier will ideally work with Prevention Trailblazer and Comparator areas to establish the costs to other public services (e.g. criminal justice, health) of working with homeless populations and those at risk of homelessness.

3.39 Ultimately, the Supplier is required to conduct a cost-benefit analysis to ascertain the additional value of implementing the prevention legislation (i.e. Prevention Duty) compared to prevention and relief activities as usual, and to establish whether (and to identify which) approaches lead to the most cash savings as a result of prevention.

Reporting required

3.40 The Successful Supplier is required to deliver three interim reports, covering analyses of periodic data periods. The first interim report is expected to cover analyses and key findings of the first three months of case level and costs data (January to March); the second covering the first six months of case level and costs data (January to June); and the third covering the first nine months of case level and costs data (January to September).

3.41 The Successful Supplier is required to deliver a final report, synthesising all data analyses and evidence (of available up-to-date data), including a free standing Executive Summary.

3.42 At the first Steering Group Meeting and as part of the first interim report, the Successful Supplier will also be required to put forward recommendations as to which prevention activities are most effective in achieving successful outcomes (e.g. in terms of retaining



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tenancies/ securing accommodation). The Successful Supplier shall also be required to suggest which Trailblazer Areas (around 6), and which household case studies (12) should be followed up as part of the qualitative and case study research (to be undertaken by the Successful Supplier of Lot 1).

Price

3.43 The total maximum budget for Year 1 of the evaluation of Prevention Trailblazers 2017, inclusive of expenses and exclusive of VAT, is estimated to be circa:

A. Lot 1: £66K (excluding VAT)

B. Lot 2: £31K (excluding VAT).

4. INFORMATION REQUIRED

4.1 The Authority requires Organisations to submit responses to niche@crownccommercial.gov.uk. It is not mandatory to respond to this RFI and your organisation will not be prejudiced in any way should no response be provided. Any responses received will be used for information purposes only:

4.1.1 Please confirm whether you are interested in delivering the requirements described in this RFI, and that you intend to submit a bid under the terms of the UK Shared Business Services (UKSBS) Research and Evaluation Framework.

4.1.2 If you are interested in delivering the requirements described in this RFI, would you intend to submit a bid for one of the Lots; for both Lots 1 and 2 (if your organisation is a Supplier on both Lots 3 and 4 of the Framework); or for both Lots as a Consortium with another organisation



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or other organisations (if the lead organisation is a Supplier on both Lots 3 and 4 of the Framework)?

- 4.1.3 If you are not interested in delivering the requirements described in this RFI please briefly outline why, noting that this will not preclude you from submitting a bid should you subsequently choose to do so.
- 4.1.4 Is the research requirement in this RFI document clear? Specifically, does the division of requirements between Lots 1 and 2 seem appropriate?
- 4.1.5 Has the Authority missed or overlooked anything in setting out their requirement, or is there anything else that is irrelevant, outdated or unnecessary?
- 4.1.6 Is there anything further that you would like to comment on or add?

4.2 All information submitted by Organisations shall be kept for audit purposes for seven (7) years from the Deadline for submission of a RFI Response.

5. REQUEST FOR INFORMATION TIMETABLE

5.1 Please see below for the RFI's timetable:

DATE	ACTIVITY
Thursday 27 October 2016	Publication of the Request for Information
Thursday 27 October 2016	Clarification period starts
Tuesday 1 November 2016, 12:00pm	Clarification period closes
Wednesday 2 November 2016, 12:00pm	Deadline for the publication of responses to RFI Clarification questions
Thursday 3 November 2016	Deadline for submission of a RFI Response
Thursday 3 November – Monday 7 November 2016	Analysis of RFI responses
Tuesday 8 November 2016	Confirm next steps to RFI Respondents
Early-mid November 2016	Update and revise specification, and issue Invitation to Tender (ITT)



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6. CLARIFICATION PERIOD

- 6.1 Organisations may raise questions or seek clarification regarding any aspect of this Request for Information at any time prior to the Clarification Deadline. Questions must be submitted to niche@crowncommercial.gov.uk before the deadline within section 5.
- 6.2 Crown Commercial Service will not enter into exclusive discussions regarding the requirements of this Request for Information with Organisations.
- 6.3 To ensure that all Organisations have equal access to information regarding this Request for Information, the Crown Commercial Service will publish all its responses to questions raised by Organisation's on an anonymous basis.
- 6.4 Responses will be published in a Questions and Answers document to all Organisations who have registered their interest.
- 6.5 At times, the Crown Commercial Service may issue communications where a notification will be sent to the email address provided for the Request for Information contact. Organisations must therefore ensure that this mailbox is reviewed on a regular basis.

7. COSTS

- 7.1 The Authority will not reimburse any costs incurred by an Organisation (including the costs or expenses of any members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors or advisors) in connection with the preparation and/or submission of the Organization's Request for Information response, including (without limit) where:
 - 7.1.1 The Request for Information is cancelled, shortened or delayed for any reason (including, without limitation, where such action is necessary



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due to non-compliance or potential non-compliance with the law, including the Regulations);

7.1.2 All or any part of the Request for Information is at any time amended, clarified, added to or withdrawn for any reason;

7.1.3 The Organisation and/or its Respondent is disqualified from participation in this Request for Information for any reason, including breach of these Terms of Participation.

8. RIGHT TO CANCEL OR VARY THIS REQUEST FOR INFORMATION

8.1 The Authority reserves the right, subject to the rules set out in the Regulations, to:

8.1.1 Change the basis of or the procedures for this Request for Information at any time;

8.1.2 Amend, clarify, add to or withdraw all or any part of the Request for Information at any time, including varying any timetable or deadlines set out in the Request for Information; and:

8.1.3 Cancel all or part of this Request for Information at any stage and at any time.

9. RIGHT TO CONFIRM OR REQUEST UPDATED RFI INFORMATION

9.1 The Authority reserves the right to require Organisations to confirm that their Request for Information response remains accurate at all stages of the Request for Information process and/or to request updated Information.

9.2 The Authority also reserves the right to specify additional standards or requirements according to their particular requirements.

10. CONDUCT - SPECIFIC OBLIGATIONS

10.1 The Organisation must not directly or indirectly canvass any Minister, officer, public sector employee, member or agent regarding this Request for Information or attempt to obtain any information from the same regarding this Request for Information (except where and as permitted by the Request for Information). Any attempt by the Organisation to do so may result in the Organisation's disqualification from this Request for information.

11. NOTICES TO ORGANISATIONS

11.1 This Request for Information and any related documents referred to have been prepared by the Crown Commercial Service on behalf of the Authority for the pre-market test to gather information.

11.2 Whilst prepared in good faith, the Request for Information documents are intended only as a preliminary background explanation of the Authority's activities and plans.



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Therefore it isn't intended to form the basis of any decision on whether to enter into any contractual relationship with the Authority.

- 11.3 The Request for Information documents do not purport to be all inclusive or to contain all of the information that Organisation's may require.
- 11.4 Neither the Authority or its advisors, or the directors, officers, partners, employees, other staff, agents or advisers of any such body or person:
- 11.4.1 Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Request for Information documents;
 - 11.4.2 Accepts any responsibility for the information contained in the Request for Information documents or for its fairness, accuracy or completeness; or
 - 11.4.3 Shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 11.5 Nothing in the Request for Information documents is, or should be, relied upon as a promissory or a representation as to the Authority's ultimate decisions in relation to the Request for Information
- 11.6 The publication of the Request for Information documents in no way commits the Authority to award any contract.

12. CONFIDENTIALITY

- 12.1 Subject to the exceptions referred to in paragraph 12.2, the contents of the request for information are being made available by the Authority on the conditions that the organisation:
- 12.1.1 Treats the Request for Information as confidential at all times, unless the information is already in the public domain;
 - 12.1.2 Does not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen, except where, and to the extent that, the Information has been publicised in accordance with paragraph 12 (Freedom of Information);
 - 12.1.3 Only uses the Information for the purposes of preparing a Response (or deciding whether to respond); and
 - 12.1.4 Does not undertake any promotional or similar activity related to this Request for Information within any section of the media.



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- 12.2 An Organisation may disclose, distribute or pass any of the Information to its members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors, advisers or to any other person provided that:
- 12.2.1 This is done for the sole purpose of enabling the Organisation to submit its response and the person receiving the information undertakes in writing (such written undertaking to be made available to the Authority on the Authority's request) to keep the information confidential.
 - 12.2.2 It obtains the Authority's prior written consent in relation to such disclosure, distribution or passing of Information; or
 - 12.2.3 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to this Request for Information;
 - 12.2.4 The Organisation is legally required to make such a disclosure; or
 - 12.2.5 The information has been published in accordance with paragraph 12 (Freedom of Information).
- 12.3 The Authority may disclose information submitted by Organisations during this Request for Information to its officers, employees, agents or advisers or other government departments who are stakeholders in this Request for Information.
- 12.4 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure.
- 12.5 Further, the Cabinet Office has a cross Government role delivering overall Government Policy on public procurement – including ensuring value for money and related aspects of good procurement practice.
- 12.5.1 For these purposes, the Authority may disclose within HM Government any of the Organisation's documentation or information (including any that the Organisation considers to be confidential and / or commercially sensitive such as specific information in its response) submitted by the Organisation to the Authority during this Request for Information. Organisations taking part in this Request for Information consent to such disclosure as part of their participation in the Request for Information process.

13. FREEDOM OF INFORMATION

- 13.1 In accordance with the obligations and duties placed upon public authorities by the FoIA (Freedom of Information Act 2000) and the EIR (Environmental Information Regulations 2004) and in accordance with any Government Code of Practice on the discharge of public authorities' functions under the FoIA all information submitted to the Authority may be disclosed under a request for information made pursuant to the FoIA and the EIR.



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- 13.2 Organisations should note that the information disclosed pursuant to a FoIA or EIR request may include, but is not limited to, the disclosure of its Request for Information response (including any attachments or embedded documents).
- 13.3 If the Organisation considers any part of its Response or any other information it submits to be confident or commercially sensitive, the Organisations should:
- 13.3.1 Clearly identify such information as confidential or commercially sensitive;
 - 13.3.2 Explain the potential implications of disclosure of such information taking into account and specifically addressing the public interest test as set out in the FoIA; and
 - 13.3.3 Provide an estimate of the period of time during which it believes that such information will remain confidential or commercially sensitive.
- 13.4 If the Organisation identifies that part of its Response or other information it submits is confidential or commercially sensitive, the Authority in its sole discretion will consider whether or not to withhold such information from publication. Organisations should note that, even where information is identified as confidential or commercially sensitive, the Authority may be required to disclose such information in accordance with the FoIA or the EIR.
- 13.5 The Authority is required to form an independent judgement of whether the Organisation's information referred to in paragraph 13.4 is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. The Authority cannot guarantee that any information indicated as being confidential or commercially sensitive by the Organisation will be withheld from publication.
- 13.6 If the Organisation receives a request for information under the FoIA or the EIR during and in relation to this Request for Information, it should be immediately referred to the Authority.

14. INTELLECTUAL PROPERTY RIGHTS

- 14.1 The Request for Information issued shall remain the property of the Authority and shall be used by the Organisation only for the purposes of this Request for Information.
- 14.2 The Organisation grants the Authority an irrevocable, perpetual, non-exclusive licence to copy, amend and reproduce any intellectual property contained within its Response for the purposes of carrying out this Request for Information; complying with the law and/or any government guidance; and/or carrying out the Authority's business activities. This licence shall also permit the Authority to sublicense the use of the Organisation's Response to its advisers or sub-contractors or other Contracting Bodies for the same purposes.



**Request for Information
Evaluation of the Homelessness Prevention Trailblazer Areas
CCZZ16A16**

15. NO INDUCEMENT OR INCENTIVE

15.1 The Organisation acknowledges and agrees that nothing contained within the Request for Information shall constitute an inducement or incentive nor shall have in any other way persuaded an Organisation to submit a Response or enter into any other contractual agreement.

16. LAW AND JURISDICTION

16.1 Any dispute (including non-contractual disputes or claims) relating to this Request for Information shall be governed by and construed in accordance with the laws of England and Wales.

16.2 The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Request for Information (including non-contractual disputes or claims).

17. CONTACT INFORMATION

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